

SECRET

SAMPLE

ACCOUNTING SUMMARY

(1) BASE:

(2) PERIOD: 1 - 30 November 1963

(3) CASH ON HAND: Balance from 31 Oct 63 \$3,798.50

(4) RECEIPTS: \$2,075.25
See schedule attached

(5) TOTAL RECEIPTS: 2,075.25

(6) TOTAL TO ACCOUNT FOR: \$5,873.75

(7) ADVANCES, TRAVEL: 1,700.00

(8) CHECKS CASHED: 250.00

(9) EXPENSES: 30.55

(10) TOTAL TRANSFERRED TO HQRS: 1,980.55

(11) ADVANCES, LOCAL: - 0 -

(12) CASH ON HAND: 3,893.20

(13) BALANCE FORWARD TO NEXT PERIOD: 3,893.20

(14) TOTAL ACCOUNTED FOR: \$5,873.75

I certify that the expenditures stated above and any attachments were incurred on official business of a confidential nature; payment or credit has not been received and that this accounting is true and correct.

(15)

DETACHMENT COMMANDER**SECRET**

~~SECRET~~SCHEDULE OF RECEIPTS (Item 4)

<u>DESCRIPTION</u>	<u>REF</u>	<u>AMOUNT</u>
Refund from [REDACTED] Partial Refund of Advance made on 15 Oct 1963		\$ 75.25
Station Advance Received from Headquarters		<u>2,000.00</u>
TOTAL		<u>\$2,075.25</u>

25X1

(9-1)

(9-2)

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(9)

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REQUEST FOR ADVANCE

NAME OF ADVANCEE: AMOUNT: \$ 500.00 25X1
PLACE: 25X1

I request an advance of funds in the amount stated above to be accounted for at Headquarters not later than ten (10) days after I return to my permanent duty post. I authorize deduction from my salary should I fail to effect settlement. I acknowledge receipt of funds in the amount of \$ 500.00.

5 November 1963

Date


 25X1
Signature of Advancee

(Attach to Schedule of Advances - Item 7)

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SECRETREQUEST FOR ADVANCENAME OF ADVANCEE: AMOUNT: \$ 1,000.00 25X1PLACE: 25X1

I request an advance of funds in the amount stated above to be accounted for at Headquarters not later than ten (10) days after I return to my permanent duty post. I authorize deduction from my salary should I fail to effect settlement. I acknowledge receipt of funds in the amount of \$ 1,000.00 .

15 Nov 63

Date

 25X1
Signature of Advancee

(Attach to Schedule of Advances - Item 7)

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(5)

~~SECRET~~REQUEST FOR ADVANCENAME OF ADVANCEE: AMOUNT: \$ 200.00 25X1PLACE: 25X1

I request an advance of funds in the amount stated above to be accounted for at Headquarters not later than ten (10) days after I return to my permanent duty post. I authorize deduction from my salary should I fail to effect settlement. I acknowledge receipt of funds in the amount of \$ 200.00 .

25 Nov 63
Date 25X1
Signature of Advancee

(Attach to Schedule of Advances - Item 7)

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I certify that the balance in my checking account is sufficient to cover the amount of this check.

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SCHEDULE OF EXPENSES - ITEM 9

<u>DATE</u>	<u>AMOUNT</u>	<u>REFERENCE NUMBER</u>	<u>BRIEF DESCRIPTION (Attach Receipts)</u>
4 Nov 63	\$ 2.85	1.	Purchase of Maps of surrounding area for official use. Not available in Base Supply.
8 Nov 63	6.85	4.	Repair of Ground Handling Equipment. Welding - could not be done in Base Maintenance Shop.
18 Nov 63	5.85	6.	Registered Mail Charges for Official mail to Headquarters.
19 Nov 63	<u>15.00</u>	7.	Postage Stamps for use on Official Mail.
	<u><u>30.55</u></u>		Total Expenses

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CASE ON HAND - ITEM 12

PERIOD: 30 November 1963

Pennies	\$	<u>.20</u>
Nickels		<u>3.00</u>
Dimes		<u>5.00</u>
Quarters		<u>10.00</u>
Halves		<u>10.00</u>
Ones		<u>65.00</u>
Fives		<u>300.00</u>
Tens		<u>200.00</u>
Twenties		<u>300.00</u>
Treasury Checks		<u>3,000.00</u>
Other		<u> </u>
		<u> </u>
Total Cash (ITEM 12)		<u><u>3,893.20</u></u>
Advances, Local		
Cash Box Receipts:		<u>- 0 -</u>
		<u> </u>
		<u> </u>
Total (ITEM 11)		<u><u>- 0 -</u></u>

This is to certify that we have counted the cash on hand as of this date and the amount shown above is certified correct.

Date: _____

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